

42675

Minutes of Executive Committee
National Conference of Social Work

2:00 P.M., Monday, January 5, 1931.

Room 715, Russell Sage Foundation Building, 130 East 22nd Street,
New York City

The following members were present: Dr. Richard C. Cabot, Mr. Charles C. Stillman, Mr. Paul L. Benjamin, Mr. Raymond Clapp, Miss Joanna C. Colcord, Mr. Leroy A. Halbert, Miss Dorothy C. Kahn, Miss Katharine F. Lenroot, Mr. Owen R. Lovejoy, Miss Margaret E. Rich, Miss Marian Schibsby, Miss Miriam Van Waters, Mrs. Eva Whiting White, Mr. Frank D. Preston, and the General Secretary.

In addition Miss Jane Hoey, chairman of the Editorial Committee of the Conference and Miss Helen Beckley, representing the special Committee to Study the Practicability of Voting by Mail for Officers of the National Conference, were also present with reports of their respective committees.

The report of the Editorial Committee being called for, Miss Hoey stated informally that out of the work of the Editorial Committee during the past two years certain guiding principles have developed. In reading papers submitted for the Proceedings, the Committee naturally keeps in mind such questions as:

1. Was this a good subject for Proceedings? Is it germane to social work?
2. Was it adequately handled? Did the speaker have time to handle it adequately?
3. Has the subject been recently covered in Conference programs? Is the material easily available elsewhere?
4. Has it a general application or is it purely local in interest?
5. Does it contain the results of original study and research?
6. Will it have historical or reference value in the future?

The Committee recognizes that rightly many considerations may induce Divisions to present material or have it presented in such a way as not to lead to its appearing in the volume of the Proceedings, considerations of local audience, or the desire to experiment with much group discussion and cases in point. We have found that group discussion of the extemporaneous or round table sort can not be satisfactorily summarized for inclusion in the Proceedings but a series of short papers prepared as discussion of a single topic can be and has been included.

The Committee has also recognized that there is no reason why a Division should not reassign a good topic when a paper on this topic has been omitted from the previous year's Proceedings. Possibly more adequate handling by another speaker or a more adequate time allotment in which to develop the subject might result in a contribution for the Proceedings a second time.

The Committee also wished to point out that Division Chairmen should keep in mind such current publications as the "Encyclopaedia of Social Sciences" and the "Social Work Year Book" for the content of a paper describing the set-up or services of a well-known agency or a view of recent legislation in many fields would almost certainly be covered in one or both of these publications. There are adequate reasons why such material might be on the program but rarely will such material according to our present policy be duplicated in the Proceedings. Other types of material which the Committee feels can well be omitted are lengthy historical outlines by way of introduction. Such material has been published many time before in the Proceedings. Finally the Committee feels that further consideration should be given by Division Chairmen and committees when assigning topics that the length of time allowed and hence the length of the manuscript which can be submitted be related to the scope of the topic assigned. It will also help the work of the Committee tremendously if Division Chairmen urge the authors not to exceed the word limit allotted to them in presenting their manuscripts. Finally, the Committee wishes to state clearly that it is the Conference policy to encourage the widest publication of manuscripts elsewhere providing full credit is given to the Conference. Material that has already been published or contracted for publication and hence protected by copyright ought not to be presented for consideration by the Editorial Committee. We feel that the Conference must have first claim for purposes of publication on all material presented before it.

During the discussion of the report, it was suggested that a statement of the principles upon which the Editorial Committee worked might well be published in the Quarterly Bulletin. Upon motion duly made and seconded, it was

Voted that the report of the Committee be accepted.

Miss Helen Beckley summarized the report of the special Committee to study the Practicability of Voting by Mail in the National Conference of Social Work, a copy of the report having been sent to the members of the Executive Committee in advance of the meeting. (See copy attached). After thorough discussion and upon motion duly made and seconded, it was

Voted to amend that paragraph on the last page of the report beginning

"The special Committee to Study the Practicability of Voting by Mail in the National Conference of Social work favors the introduction of such a system of voting for officers" by adding the words, "and Executive Committee."

After further discussion and upon motion duly made and seconded, it was

Voted that the report be referred back to the special Committee with the request that they insert a recommendation providing for preferential voting. Upon motion duly made and seconded, it was

Voted to accept the report with the addition provided for above.

Upon motion duly made and seconded, it was

Voted that the Secretary be instructed to have prepared proper amendments which would, if adopted by the Conference at its annual business session in Minneapolis carry into effect the provisions of the report with the amendment to the report ordered and that the proposed amendments be submitted to the Executive Committee by mail for approval and that they be published in the May Bulletin.

The treasurer's report being called for, the financial statement as of December 31st was submitted. (See copy attached.) In the discussion the treasurer pointed out that during the last fiscal year ending May 31, 1930, that in the total income was an item of \$3,887.63 which was the balance from the reserve fund. If that balance had been added to the actual deficit at the end of the year of \$1,180.73, it would have made a real difference between income and expenditures of more than \$5,000. During the current fiscal year, with no reserve fund available, the probable deficit at the end of this fiscal year will be slightly in excess of \$5,000 as near as it can be estimated at the present time. We are therefore no worse off or no better off than we were last year. In this probable deficit however is included an item of \$1,000 of additional expense on the membership campaign and in the expenditures is included all of the expense, amounting to approximately \$1,200 that has already been made on the membership campaign. Also in this estimate of probable deficit no consideration has been given to any income from the membership campaign in the form of new memberships, estimates for probable income and expenditures for the balance of the year in both cases having been made very conservatively. The budget for the current year was balanced on the expectation of receiving \$6,000 from new memberships. Owing to unforeseen but necessary delays in inaugurating the special campaign, we face the deficit mentioned above.

After further discussion and upon motion duly made and seconded, it was

Voted that the treasurer be authorized to borrow not to exceed \$1,000

prior to May 31st if needed in his judgment, which loan should be made a first charge against the income of the next fiscal period. Upon motion duly made and seconded, it was

Voted to approve the report of the treasurer and place it on file.

The treasurer pointed out the difficulties of compiling comparative figures of income and cost on the basis of our present fiscal year and recommended that it be changed from June 1st to May 31st to January 1st to December 31st, coinciding with the calendar year. Upon motion duly made and seconded, it was

Voted that the fiscal year of the Conference be changed from its present arrangement so as to coincide with the calendar year and that the Secretary and Treasurer prepare a budget for consideration of the Executive Committee covering the balance of the calendar year of 1931, namely from June 1st to December 31st and then a budget covering the new fiscal year, January 1st to December 31st, 1932.

The Secretary reported that it was necessary for various reasons to set the dates for the 1932 annual meeting of the Conference early. After consultation with the people interested in the Conference in Philadelphia, he recommended that the dates May 15th to 21st, 1932 be the dates of the annual meeting. Upon motion duly made and seconded, it was

Voted that the annual meeting of the Conference in 1932 be held May 15th to 21st.

It was called to the attention of the Executive Committee that it would have to elect at one of its meetings in Minneapolis two new members of the Program Committee of the Conference and one new member of the Editorial Committee. Upon motion duly made and seconded, it was

Voted that the President appoint a nominating committee of two members of the Executive Committee to bring in nominations for these vacancies.

It was called to the attention of the Executive Committee that the annual board meeting of the National Information Bureau would be held on January 21, 1931 and that the Conference was entitled to a voting member. Upon motion duly made and seconded, it was

Voted that Miss Joanna C. Colcord be the representative of the Conference at this board meeting.

It was called to the attention of the Executive Committee that in accordance with the action of the Committee at the meeting on April 11, 1930 the new scheme regarding registration fees would go into effect at Minneapolis and that it is necessary to designate a definite number of delegates to which each agency that maintains a sustaining or institutional membership in the Conference will be entitled to send to the Conference without the payment of a registration fee. Upon motion duly made and seconded, it was

Noted that each agency maintaining a sustaining membership of \$10.00 be entitled to send four members of their board or staff to the Conference without payment of registration fees and that each agency maintaining an institutional membership of \$25.00 be entitled to send ten such members of board or staff without the payment of registration fees, and that the secretary send to each agency the proper number of identification forms which in each case should be non-transferable from the member of the board or staff to whom issued by the executive or president of the agency. Upon motion duly made and seconded, it was

Noted that the secretary send to each agency that maintains a membership in the Conference entitled to vote or that may become entitled to vote by the payment of dues up to the closing of the polls each year, a proper blank on which to designate the member of their board or staff who is to be present at the Conference and cast their ballot.

Mr. Halbert, chairman of Division IX - Public Officials and Administration, called attention to the ambiguity in the wording of the title of this Division and recommended that it be changed to "Administration of Public Social Work". Upon motion duly made and seconded, it was

Noted that the secretary have prepared an amendment to the By-Laws that will provide for this clause in title.

Miss Katharine Lenroot, Chairman of the Committee authorized at the last meeting of the Executive Committee to arrange any joint activities between the Pan-American Congress of Child Welfare to be held in Mexico City in May 1932 and the National Conference of Social Work to be held in the same month at Philadelphia, requested that her committee be increased from three to seven members.

Upon motion duly made and seconded, it was

Noted that the President appoint four additional members of this committee.

There being no further business, the meeting adjourned.

Howard P. Gray
General Secretary

Memoranda of Special Committee to Study Practicability of Voting by Mail in the National Conference of Social Work.

(As Amended)

The meeting of the Committee was held at the City Club of Chicago on December 10th, at 12:30.

Those present were Miss Beckley, Miss Webster, Mrs. Hooper, Mr. Howard R. Knight and the Chairman, Herbert D. Williams.

After some discussion, it was thought wise to list some of the advantages and disadvantages of the present system of voting for officers only during the period of the Conference. In discussing the advantages of the present policy it was agreed that one of the advantages now obtaining would be lost with the introduction of the proposed system. Discussion of the qualifications of candidates would still be possible for those attending the Conference.

After some discussion it was agreed that candidates for office should be nominated by the nominating committee during the Conference preceding the election. It was pointed out that a meeting of the nominating committee could be most conveniently arranged at the time of the Conference. Then, too, in as much as the place of meeting is set for two years in advance this fact would help the committee in deciding upon the eligibility of the various officers for the succeeding Conference. It was suggested that a report of nominees be submitted to various members soon after the Conference through the medium of the Bulletin or through some other medium to be worked out by the General Secretary. This would be followed by a period during which nomination by petition could be made. After all the nominations were in, a biography of each of the nominees together with the ballot could be sent to those eligible to vote. This would be done a month or two before the annual Conference. These ballots could be returned by those not expecting to attend the Conference, or they could be voted at the Conference up to the time limit agreed upon.

The advantages suggested for the proposed change, in addition to those obtaining with the present time, were:

1. The encouragement to retention of membership through a longer period of interest in the election of officers.
2. Creation of more interest in the Conference.
3. Conformity to the democratic principle of making it possible for every member to vote, regardless of whether or not he attended the Conference.

The disadvantage was the additional cost and work involved through sending out ballots, biographies, etc. In this discussion it was agreed that the voting by mail should be limited to voting for officers. Questions of change of policy should be decided upon only at business meetings during the Conference where opportunities for discussion could be afforded. It was also agreed that the chairman write to a number of other national organizations which use the method of voting by mail with a view to learning what the experience of other national organizations has been. They are also to be asked to list the advantages and disadvantages that they found.

Replies were obtained from a number of these organizations. The American Association of Hospital Social Workers reports that during the past four years an average of 52% of their members eligible to vote have voted. This compares with 14% of those eligible to vote who actually voted at the San Francisco meeting of the National Conference of Social Work, and 25% of those eligible to vote who actually voted at the Boston Conference.

The reply from the American Psychological Association points out that they never tried voting at the annual meeting because they felt that it would violate the democratic principle of making it possible for everyone eligible to vote to participate in the election of officers.

The National Organization for Public Health Nursing reports that they have had several years experience in voting by mail and that everyone is enthusiastic about it. The Secretary writes, "The percentage of voting is far larger through this provision than when only those who attended the convention were premitted to vote. I also believe that it has greatly increased the interest on the part of the members in the Association, as it gives a chance actually to participate in the governing of the organization through voting, whether they are able to attend the convention or not. Therefore judging from our own experiences I would be strongly in favor of this move."

A reply has not yet been received from the American Association for the Advancement of Science.

We have received a reply from the Smith College Alumnae Association which points out that their voting by mail system is very satisfactory. The statement is made that they receive votes from 2000 of their 9600 members by using this method whereas, if only those voted who came to the annual meeting they would not receive more than 800 votes. The secretary of this association is enthusiastically in favor of voting by mail.

Whereas, it is agreed that none of the advantages of the present policy of voting for officers would be lost through a system of voting by mail,

Whereas, it is felt that there would be an encouragement to retention of membership through a longer period of interest in the election of officers,

Whereas, more interest would be created in the Conference,

Whereas, it is in conformity with the democratic principles of making it possible for every member to vote for officers regardless of whether or not he attends the Conference,

Whereas, the experience of a number of national organizations has convinced them of the desirability of voting by mail,

Whereas, the disadvantage of the additional cost and work involved through sending out ballots, biographies, etc. would be a relatively small matter,

The special Committee to Study the Practicability of Voting by Mail in the National Conference of Social Work favors the introduction of such a system of voting for officers and Executive Committee. (**)

It is further recommended that the nominating committee meet at the time of the Conference and nominate officers to be elected prior to the completion of the next annual Conference.

That this list of nominees be submitted to the members soon after the Conference through the medium of the Bulletin or through some other medium to be worked out by the General Secretary.

That this be followed by a period during which nomination by petition can be made.

That after all nominations are in, a biography of each of the nominees together with the ballot be sent to those eligible to vote a month or two before the annual Conference.

(**) Amendment voted by Executive Committee.

That these ballots can be returned or voted up to a time limit agreed upon which would fall some time during the Conference.

That the details of procedure be worked out by the General Secretary.

Respectfully submitted,

Herbert Williams, Chairman.

National Conference of Social Work
Financial Statement

June 1 - - December 31, 1930

Operating Balance, June 1 \$ 1,161.32

Receipts

Memberships	\$14,140.50
Contributions	769.01
Sales, Bulletin	6.63
Sales, Proceedings	478.11
Registration Fees	1,395.00
Interest, Brunson Bank	2.36
Refunds	<u>44.84</u>

Total 16,836.45

Total Receipts and Balance

\$ 17,997.77

*Expenditures

Salaries	\$ 9,248.50
Travel	2,766.35
Printing	3,171.11
Postage	514.76
Supplies	291.19
Telephone & Telegraph	231.56
Rent & Light	716.60
Equipment & Repairs	237.04
Miscellaneous	435.69
Refund	<u>243.10</u>

Total 17,855.90

Balance

\$ 141.87

*Functional Distribution of Expenditures

Administration	\$ 6,086.23
Membership & Publicity	1,282.55
Annual Meeting	2,198.16
Proceedings	1,679.47
Bulletin	1,731.92
Office Operation	3,541.67
Other	404.00
Membership Campaign	<u>931.90</u>
	\$ 17,855.90

Unpaid bills on December 31st

\$ 2,552.72

Minutes of Program Committee

National Conference of Social Work

9:00 A.M., Monday, January 5, 1931

Room 715, Russell Sage Foundation Building, 130 East 22nd Street
New York City

The following members were present: Dr. Richard C. Cabot, Miss Miriam Van Waters, Miss Almena Dawley, Reverend Thomas L. Brennock, representing Reverend Robert F. Keegan, Mrs. Irene Farnham Conrad, Mr. Shelby M. Harrison, Mr. Cheney C. Jones and the General Secretary.

The President reported that the subject of the presidential address would be "The Need of Tests of the Value of Social Treatment". He also reported that he had secured Dr. Michael M. Davis, to speak on the subject, "The Costs of Medical Care", and that no other definite commitments had yet been made.

The committee then discussed at length its earlier recommendations for General Sessions and gave particular attention to the importance of an evening session on some topic in the field of unemployment. It was agreed by *consensus* of opinion that an evening session should be devoted to this subject. As a result of the morning's discussion the following is the program for General Sessions as recommended by the Program Committee, which will be followed out so far as it is possible.

Sunday, June 14th, 8:00 P.M., President's address.
"The Need of Tests of the Value of Social Treatment."

Monday, June 15th, 8:00 P.M., "Unemployment". Invited speaker, Porter R. Lee. (Exact wording of topic to be left to Mr. Lee if he consents to give the address).

Tuesday, June 16th, 8:00 P.M., "The Costs of Medical Care". Dr. Michael M. Davis.

Wednesday, June 17th, 6:00 P.M. - General Conference Dinner. Dr. Hastings H. Hart, senior past president of the Conference, presiding. Topic, "Racial Contributions to American Culture". In place of a speech or a series of speeches, it was proposed to invite the St. Olaf's choir to give an hour's concert as an example of a contribution to American culture.

Wednesday, June 17th, 9:00 P.M. - The President's reception, in charge of the Minneapolis Committee on Hospitality.

Friday, June 19th, 8:00 P.M. The program for this evening is planned to center around the fact that many of the older group of social workers have looked to religious sanctions and spiritual resources for the background of their social work whereas some of the younger group are very skeptical as to the spiritual resources, depending rather upon scientific endeavors. It is proposed to have both approaches carefully examined. It

is proposed to invite Mrs. John M. Glenn to present the first point of view and Mr. Robert Lynd, the author of "Middletown" and the Executive Secretary of the Social Science Research Council, to present the second point of view. The exact wording of the subjects has not been decided upon nor can this program be made definite until after a conference of the President with the two speakers suggested.

Saturday, June 20th, 1:00 P.M. - The general Conference Luncheon. The general topic, "The Relation of Private and Public Social Work". Mr. Karl de Schweinitz will be invited as the speaker.

Upon motion duly made and seconded, it was

Voted that the President and the Secretary be authorized to complete the program for the General Sessions.

There being no further business, it was voted to adjourn.

*Howard R. D.,
Gen'l Secretary*

Note: In as much as most of the speakers on these programs have not been definitely secured it is requested that there by no public announcements.

NATIONAL CONFERENCE of SOCIAL WORK

277 E. LONG ST.

RICHARD C. CABOT
President
C. M. BOOKMAN
1st Vice-President



COLUMBUS, OHIO

JANE M. HOEY
2nd Vice-President
HARRY L. LURIE
3rd Vice-President

HOWARD R. KNIGHT, COLUMBUS, OHIO
General Secretary

CHARLES C. STILLMAN, COLUMBUS, OHIO
Treasurer

April 10, 1931

You will remember that at the last meeting of the Executive Committee a report was received from a special Committee to Study the Practicability of Voting for Officers and Members of the Executive Committee of the Conference by Mail. The report of this committee was approved but referred back to the committee to add the principle of preferential voting. I am enclosing herewith a copy of the revised report of the committee. This is Exhibit A.

At the same time I was instructed by the Executive Committee to have amendments to the Constitution and By-Laws of the Conference prepared that would carry into effect the recommendations of this committee. After consultation with Mr. Kelso, who for many years has served as our legal advisor, the proposed amendments to carry into effect the recommendations of this committee, if the amendments are adopted by the Conference at Minneapolis, are enclosed. (Exhibit B).

The amendments refer to certain instructions to voters and certain instructions to the Committee of Tellers on counting the votes. In order that you may have a clear idea as to what these instructions would be

MINNEAPOLIS, JUNE 14-20, 1931

EXECUTIVE COMMITTEE

JANE ADDAMS, Chicago
PAUL L. BENJAMIN, Washington, D. C.
OTTO F. BRADLEY, Minneapolis
FRANK J. BRUNO, St. Louis
BRADLEY BUELL, New York City
EDITH N. BURLEIGH, Los Angeles
RAYMOND CLAPP, Cleveland
JOANNA C. COLOCORD, New York City
LOUISE COTTRELL, Portland, Oregon

T. J. EDMONDS, Des Moines
E. VAN NORMAN EMERY, New Haven
ROBBINS GILMAN, Minneapolis
LEROY A. HALBERT, Howard, R. I.
DOROTHY C. KAHN, Philadelphia
ROBERT W. KELSO, St. Louis
KATHARINE LENROOT, Washington
OWEN R. LOVEJOY, New York City
J. PRENTICE MURPHY, Philadelphia

ELLEN C. POTTER, Trenton, N. J.
FRANK D. PRESTON, Richmond, Virginia
MARGARET E. RICH, New York City
MARIAN SCHIBBEY, New York City
FREDERIC J. SINDBURG, Chicago
CLARE M. TOUSLEY, New York City
MIRIAM VAN WATERS, Los Angeles
LEON R. WHIPPLE, New York City
EVA WHITING WHITE, Boston

if adopted by the Executive Committee, I am enclosing a draft of them for your consideration. (Exhibit C).

All such proposed amendments to the Constitution and By-Laws of the Conference must be submitted to the Executive Committee for action before submission to the Conference itself. There is therefore enclosed a ballot for you to indicate your vote. If a majority of the Executive Committee votes in favor of these amendments, they will be submitted to the annual meeting of the Conference at Minneapolis with the favorable recommendation of the Executive Committee. If the majority of the Executive Committee votes against the amendment, it would still be a question for the Executive Committee to decide as to whether or not to submit these amendments to the Conference body with its adverse recommendation. In other words, a favorable vote by the Executive Committee does not put these amendments into effect but simply carries its recommendation to the Conference upon submission of the amendments at Minneapolis.

In as much as this is an important change of policy for the Conference, I am quite anxious that every member of the Conference may have an opportunity to give the whole question serious consideration before coming to Minneapolis. May I therefore urge you to return your ballot at the earliest possible date so that the proposed amendments may be printed in the May Bulletin with the recommendation, for or against, of the Executive Committee.

Cordially yours,

HRK/W

Exhibit A.

Report of the Special Committee to Study the Practicability of Voting by Mail in the National Conference of Social Work.

Whereas, it is agreed that none of the advantages of the present policy of voting for officers and members of the Executive Committee would be lost through a system of voting by mail,

Whereas, it is felt that there would be an encouragement to retention of membership through a longer period of interest in the election of officers,

Whereas, more interest would be created in the Conference,

Whereas, it is in conformity with the democratic principle of making it possible for every member to vote regardless of whether or not he attends the Conference.

Whereas, the experience of a number of national organizations has convinced them of the desirability of voting by mail,

Whereas, the disadvantage of the additional cost and work involved through sending out ballots, biographies, etc., would be a relatively small matter,

The Special Committee to Study the Practicability of Voting by Mail in the National Conference of Social Work favors the introduction of such a system of voting for officers and members of the Executive Committee to be elected by the Conference.

It is suggested that the election be by mail vote of the members by a transferable ballot. The Cleveland ballot is recommended by the Committee. The general principle of this transferable ballot is that the voter arranges a number of candidates in an order of preference. If the voter's first choice candidate comes out at the bottom of the poll, his ballot is transferred to

his second choice. This process is continued until some candidate has a majority.

It is further recommended that the Nominating Committee meet at the time of the Conference and nominate officers to be elected prior to the completion of the next annual Conference.

That this list of nominees be submitted to the members soon after the Conference through the medium of the Bulletin or through some other medium to be worked out by the General Secretary.

That this be followed by a period during which nomination by petition can be made.

That after all nominations are in, a biography of each of the nominees together with the ballot be sent to those eligible to vote a month or two before the annual Conference.

That these ballots can be returned or voted up to a time limit agreed upon which would fall sometime during the Conference.

That the details of procedure be worked out by the General Secretary.

Respectfully submitted,

Herbert D. Williams, Chairman

Helen Beckley

Elizabeth Webster.

February 19, 1931.

Exhibit B

Section 13 - By-Laws with suggested amendments
(New material underlined)

Nomination and Election of Officers

1. The Nominating Committee shall have the function of nominating one or more persons for each of the offices of President, First Vice-President, Second Vice-President, and Third Vice-President, and at least twice as many persons for members of the Executive Committee as there are vacancies in that body.
2. Suggestions of names of persons for any of these positions may be submitted to the Nominating Committee by any members of the Conference at any time following the committee's appointment and up to the time of the committee's announcement of the list of nominations.
3. Within ninety days of its appointment, the Nominating Committee shall, through the Bulletin, solicit suggestions of names of persons for the offices to be filled, and shall renew such solicitation in each succeeding Bulletin up to the time of announcing the list of nominations. The Committee shall appoint a place at or near headquarters on the first day of the annual meeting and shall announce the same, at which suggestions for nominations shall be received by them up to 1:00 P.M. of the fourth day of the annual meeting.
4. After taking into consideration the names suggested by the Conference members, but not necessarily confining their consideration to these names, the committee shall draw up a list of nominations as previously specified, and the same shall be announced at the general session on the evening of the sixth day of the Conference,

one year in advance of the Conference at which they are to be elected. The list of nominees shall be published in the next succeeding issue of the Conference Bulletin following the announcement.

5. Additional nominations may be made by petition of not less than twenty-five members, properly addressed to the Chairman of the Nominating Committee and filed at the Conference office not later than January first preceding the Conference at which they are to be elected.

6. A final list of all nominations shall be published in the first issue of the Conference Bulletin published after January first.

7. The official ballot shall be the so-called Cleveland Ballot, and shall be so prepared, that the member may vote for as many candidates as he may desire, in order of preference.

8. The official ballot shall be sent by mail, to their address of record in the Conference office, to all members of the Conference entitled to vote, or who may become entitled to vote, by the renewal of membership or otherwise, not later than sixty days before the date designated each year for the closing of the polls.

Ballots may be returned by mail to the Conference office, but must be received in said office not later than the tenth day preceding the announced date of the first session of the annual Conference; or they may be deposited at the polling place provided at Conference headquarters, at any time during the period during which said polling place is officially open. Ballots returned by mail must be signed by the voter and shall be discarded as invalid if received without such signature.

9. A polling place shall be established and maintained on the fourth day of the Conference, to be open for at least four hours

at such times as may be decided upon and announced by the Executive Committee. The polling place shall also be maintained between the hours of 8 A.M. and 5 P.M. on the fifth day of the annual meeting, provided that such day shall not fall on Sunday, in which case the election shall occur on the sixth day. After the time herein specified for voting has expired, the ballots shall be counted by a committee of three tellers appointed by the President, and the result shall be announced at the next general session of the Conference. The ballots shall be counted and election determined by the so-called Hare method. Regulations for the application of this method shall be developed by the Executive Committee, and shall be furnished to the committee of tellers for their instruction.

10. The Nominating Committee appointed for the Conference year 1931-1932 shall prepare a list of nominations for election at the annual Conference of 1932 which election shall be conducted as provided in the Constitution and By-Laws as of June 1, 1931. They shall also prepare a list of nominations for election at the annual Conference of 1933 which election shall be conducted as provided in sections 1 - 9 above.

Exhibit C

DIRECTIONS TO VOTERS

Put the figure 1 opposite the name of your first choice. You may also express second, third, and other choices by putting the figure 2 opposite the name of your second choice, the figure 3 opposite the name of your third choice, and so on. You may express thus as many choices as you please, or as there are candidates, without any regard to the number being elected.

Your ballot will be counted for your first choice if it can help elect him. If it can not help elect him, it will be transferred to the highest of your other choices whom it can help. You can not hurt the chances of any candidate you prefer by marking lower choices for others.

Do not put the same figure opposite more than one name.

If you return this ballot by mail, sign your name.

National Conference of Social Work

Executive Committee Ballot re proposed amendments to the Constitution and By-Laws to establish a system of Voting by mail for officers and members of the Executive Committee.

April 9, 1931

Shall the proposed amendments to Section 13 of the Constitution and By-Laws be recommended for adoption to the Conference.

Yes _____

No _____

Signed _____

Please return to:

Howard R. Knight
General Secretary
National Conference of Social Work
277 East Long Street, Columbus, Ohio

Minutes of the Executive Committee
National Conference of Social Work

1931
Sunday, June 14th, 1:00 P.M. Niccollet Hotel, Minneapolis.

The following members were present: Dr. Cabot, Mr. Stillman, Mr. Clapp, Miss Colcord, Miss Cottrell, Mr. Gilman, Mr. Halbert, Miss Kahn, Miss Lenroot, Mr. Lovejoy, Mr. Murphy, Dr. Potter, Miss Rich, Miss Schibsby, Miss Tousley, Mr. Whipple, and the General Secretary.

The treasurer announced that because of the receipt of the auditor's report within just a few days of this meeting and the necessity of some final preparation of budget matters, that the report of the treasurer would not be ready until a later meeting of the Executive Committee.

The report of the Committee on International Conference of Social Work, Mrs. John M. Glenn, chairman, being called for, Mrs. Glenn reported as follows:

Your Committee on International Conference has held two meetings during the year. In addition a sub-committee has met a number of times to give serious consideration to the selection of personnel for the five program preparatory committees which have been asked to organize by the International Conference of Social Work. There has also been a conference of the chairmen of the program preparatory committees which proved profitable in the preliminary discussion of the scope of the studies and reports to be made by their committees.

The program of the International Conference of Social Work is being built around the theme, "Social Work and The Family". In each country participating, program preparatory committees are being organized to study and report on the five sub-topics of the general theme. It is proposed that each of these committees be represented at the International Conference by a spokesman who will present the results of his work to a series of discussion meetings. After careful consideration your Committee is most happy to report that it has secured the following as chairmen and vice-chairmen of our program preparatory committees:

Section 1 - Public Health and The Family.

Chairman: Dr. William F. Snow, General Director, American Social Hygiene Association, New York City.

Vice-Chairman: Antoinette Cannon, New York School of Social Work, New York City.

Section 2 - Economic Insecurity and The Family.

Chairman: Reverend John A. Ryan, Director, Department of Social Action, National Catholic Welfare Conference, Washington, D.C.

Vice-Chairman: Frances Perkins, Commissioner of the State Department of Labor, Albany, New York.

Section 3 - Broken Homes.

Chairman: Joanna C. Colcord, Director, Charity Organization Department, Russell Sage Foundation, New York City.

Vice-Chairman: J. Prentice Murphy, General Secretary, The Children's Bureau, Philadelphia.

Section 4 - Social Insurance and Social Work in The Home.

Chairman: Linton B. Swift, Executive Director, Family Welfare Association of America, New York City.

Vice-Chairman: Mollie Ray Carroll, Director, The University of Chicago Settlement, Chicago.

Section 5 - Social Work for Alien Families.

Chairman: Jane Addams, President, Hull House Association, Chicago.

Vice-Chairman: Edith Abbott, Dean, Graduate School of Social Service Administration, The University of Chicago, Chicago.

The next task was the organization of the committees themselves. After consultation with the chairmen, the special committee on nominations prepared a list of twenty people for each of the committees that would be representative not only of the various interests involved in each particular field but of various sections of the country, and which would bring into the discussions of each committee the best expert judgment and experience in the United States. Three committees, namely for Section 3 - Broken Homes, Section 4 - Social Insurance and Social Work in The Home and Section 5 - Social Work for Alien Families

have been selected and most of their members have accepted. Committees for Section 1 - Public Health and The Family and Section 2 - Economic Insecurity and The Family are in process of organization. All the committees will be announced at the first opportunity in the Conference Quarterly Bulletin.

The second responsibility laid upon your committee is the promotion of membership in the International Conference and the securing of our quote (\$2000) of a general subscription. Shortly after the meeting of the National Conference of Social Work in Minneapolis, a letter will be sent to all the members of the National Conference as well as to members of other groups of social workers soliciting memberships and contributions.

The secretariat of the International Conference of Social Work, recognizing that in our own National Conference of Social Work there is a wealth of experience that should prove valuable in the planning of the Second International Conference of Social Work, has asked that we make that experience available to them during the coming summer. Your Committee believes that a special effort should also be made to make it easy for delegates from the United States, attending the next International Conference, to establish the kind of contacts for professional conference and consultation that will prove valuable. In the report adopted at Boston, the Conference authorized the Committee to develop such plans of service. In accordance with the request from the International Conference and in order to develop this special service for our own delegates, your Committee wishes to make available in Europe the services of the Secretary of the National Conference of Social Work for a period of six weeks or two months during this summer. In order to do this, it will be necessary to secure additional funds of approximately \$1000. Your Committee therefore recommends that subscriptions be asked not only for the \$2000 due to the International Conference of Social Work but for the additional \$1000 to make this special service possible, making a total of \$3000 to be raised from subscriptions.

In order to assist such of our delegates as wish, The Open Road has arranged a tentative series of seminar travel groups. It is assuming complete responsibility for the tours although a special committee of the Committee on International Conference has been working with The Open Road in the selection of leaders.

Your Committee on International Conference wishes to formally request that Mr. Knight be loaned for two months in order to carry on the plans described above.

Upon motion duly made and seconded, it was

oted
That the report of the Committee on International Conference
be approved.

Upon motion duly made and seconded, it was

oted
that the services of the General Secretary be loaned to the
International Conference of Social Work as recommended by the
Committee on International Conference.

Miss Margaret E. Rick, chairman of the nominating committee appointed at the January meeting of the Executive Committee to nominate one member of the Editorial Committee of the Conference to serve for three years and two members of the Program Committee also to serve for three years, reported as follows: For the Editorial Committee, Miss Katherine Hardwick, Boston; For the Program Committee, Miss Betsey Libbey, Philadelphia and The Reverend Frederic J. Siedenburg, Chicago.

Upon motion duly made and seconded, it was

oted
that the report of the nominating committee be accepted and that Miss Hardwick be elected a member of the Editorial Committee term to expire in 1934, and that Father Biedenburg and Miss Libbey be elected members of the Program Committee, terms to expire in 1934.

The president announced the following committee on elections to have charge of the election for 1931: Mr. Herbert D. Williams, Chicago, chairman; Miss Ethel Verry, Chicago; Mr. Paul Bliss, St. Louis; Mr. Philip Ketchum, Omaha; Mrs. Gertrude Springer, New York City; Mrs. Sam Weinstock, Des Moines; Mrs. Irene Farnham Conrad, Syracuse.

The president announced the following committee on tellers to have charge of the counting of the ballots and report to the Conference the results of the election: Mr. Pierce Atwater, St. Paul, chairman; Mrs. E.C. Foster, Indianapolis; Miss Virginia R. Wing, Cleveland.

There being no further business, upon motion duly made and seconded, it was voted to adjourn.

Howard R. Gray '68
Keil Seely

Minutes of the Executive Committee
National Conference of Social Work

Tuesday, June 16th, 4:00 P.M., Committee Room 253, Municipal Auditorium, Minneapolis, Minnesota

The following members of the Committee were present:
Dr. Cabot, Mr. Bookman, Mr. Stillman, Mr. Bradley, Mr. Clapp,
Miss Colcord, Dr. Emery, Miss Kahn, Mr. Kelso, Miss Lenroot,
Mr. Lovejoy, Mr. Murphy, Dr. Potter, Miss Schibsby, Mr. Preston,
Mr. Edmonds, and the General Secretary.

The Secretary called attention to an unprecedented situation which occurred in relation to the Nominating Committee's work on the previous day of the Conference. At the appointed hour but two members of the Nominating Committee appeared, the acting chairman, Mr. Pray and Mrs. Guild. Upon checking against the registration, it was found that these were the only two members who were present at the Conference. The president immediately appointed nine additional members to the Nominating Committee and a meeting was called for 7:30 P.M., Monday, June 15th.

This did not leave time for the committee to give the consideration to the nomination for officers and members of the Executive Committee and to report as required by the Constitution at the General Session on Monday, June 15th. The Secretary had no opportunity to consult with either the President or with members of the Executive Committee and therefore on his own responsibility asked a member of the Conference to present a resolution at the General Session on Monday evening extending the time for nominating by petition from 1:00 P.M. on Tuesday, June 16th as provided by the Constitution until 5:00 P.M. on the same day. At the close of the General Session, the Secretary explained the situation to the Conference assembled in general session. The resolution was presented by Mr. Sidney Teller of Pittsburgh and unanimously passed. The Secretary requested that the Executive Committee either approve or disapprove this action taken in an emergency. Upon motion duly made and seconded, it was

to approve the action taken by the Secretary in relation to the work of the Nominating Committee and its report.

The report of the Committee on Time and Place being called for, Mr. George R. Bedinger, the Chairman, reported that the Committee after giving careful consideration to invitations from a number of cities unanimously recommended Detroit as the meeting place for the meeting of 1933. Upon motion duly made and seconded, it was

that the Executive Committee approve the recommendation of the Committee on Time and Place.

The report of the Treasurer being called for, Mr. Stillman presented the following treasurer's report. (See copy attached)

The Treasurer submitted a budget for the seven months' period, June 1, 1931 to December 31, 1931, made necessary by the change in the fiscal year voted by the Executive Committee at its meeting in January, 1931.

At the same time, he presented a budget for the next complete fiscal year commencing January 1, 1932. After careful consideration of the Treasurer's Report and the two budgets noted above and upon motion duly made and seconded, it was,

to approve the report of the Treasurer with the appreciation of the Executive Committee for the fine work of the Treasurer and Secretary in handling the finances of the Conference during the past fiscal year.

Upon motion duly made and seconded, it was

to approve the budget for the seven months period, June 1, 1931 to December 31, 1931. (See copy attached)

Upon motion duly made and seconded, it was

to approve the budget subject to revision at the January meeting of the Executive Committee for the fiscal year January 1, 1932 to December 31, 1932. (See copy attached)

There being no further business and upon motion duly made and seconded, it was voted to adjourn.

Howard S. Stillman
Genl Secy.

Expense Budget

Fiscal Period - June 1, 1931 - December 31, 1931

	<u>Receipts</u>	<u>Disbursements</u>
Surplus	\$ 593.86	
Membership Renewals	12,386.00	
New Members	2,327.50	
New City guarantee	1,000.00	
Registrations	1,000.00	
Contributions	600.00	
Sales - Proceedings	500.00	
Salaries		\$ 8,916.62
Travel		3,350.00
Printing		6,000.00
Postage		1,200.00
Supplies		500.00
Telephone & Telegraph		250.00
Rent & Light		500.00
Equipment & Repairs		350.00
Miscellaneous		250.00
Deficit	<u>2,909.26</u>	
	<u>\$21,316.62</u>	<u>\$21,316.62</u>

Functional Distribution of Disbursements

General Administration	\$ 6,816.62
Membership Promotion & Publicity	900.00
Annual Meeting	2,550.00
Proceedings	5,400.00
Bulletin	1,300.00
Office Operation	3,950.00
Other	250.00
International Conference	
Membership Campaign	
Index	150.00
Total	<u>\$21,316.62</u>

Budget

Fiscal Year, Jan. 1, 1932 - December 31, 1932.

	<u>Receipts</u>	<u>Disbursements</u>
Deficit		-\$ 2,909.26
Memberships	\$35,000.00	
Registration Fees	2,000.00	
Contributions	600.00	
Sales - Bulletin	200.00	
Sales - Proceedings	600.00	
Salaries		15,710.00
Travel		4,500.00
Printing		8,800.00
Postage		1,750.00
Supplies		800.00
Telephone & Telegraph		400.00
Rent		1,080.00
Equipment & Repairs		300.00
Miscellaneous		1,000.00
Surplus	<u>\$38,400.00</u>	<u>1,150.74</u>
		<u>\$38,400.00</u>

Functional Distribution of Disbursements.

General Administration	\$11,650.00
Membership Promotion and Publicity	2,370.00
Annual Meeting	3,250.00
Proceedings	6,000.00
Bulletin	2,900.00
Office Operation	6,570.00
Other	1,000.00
International Conference	
Membership Campaign	
Index	<u>600.00</u>
	<u>\$34,340.00</u>

Minutes of the Executive Committee
National Conference of Social Work

Thursday, June 18th, 4:00 P.M., Municipal Auditorium, Room 253,
Minneapolis, Minnesota

The following members were present: Dr. Cabot,
Mr. Bookman, Miss Colcord, Mr. Kelso, Mr. Murphy, Miss Rich,
Mr. Whipple, Mr. Preston, Mr. Edmonds, and the General Secretary.

The Secretary reported that the Committee on Biennial Conference and the Committee on Standards for Admission to Status of Associate Group or Consultation Service were not yet ready to report and would not be until the fall meeting of the Executive Committee.

The Secretary presented the application of the National Federation of Settlements for reinstatement as an Associate Group of the Conference. Upon motion duly made and seconded, it was,

that the status of Associate Group in the National Conference of Social work be granted to the National Federation of Settlements.

There being no further business, upon motion duly made and seconded, it was voted to adjourn.

*Howard D. G. D.,
Denil Seely*

Minutes of the Executive Committee
National Conference of Social Work

Saturday, June 20th, 8:00 A.M., Nicollet Hotel, Minneapolis.

The following members were present: Dr. Cabot, Mr. Bookman, Mr. Benjamin, Mr. Bradley, Mr. Clapp, Miss Colcord, Miss Cottrell, Dr. Emery, Mr. Gilman, Mr. Halbert, Miss Kahn, Miss Lenroot, Mr. Lovejoy, Mr. Murphy, Dr. Potter, Miss Rich, Miss Schibsby, Father Siedenburg, Miss Tousley, Mr. Whipple, Mrs. White, Mr. Preston, Mr. Edmonds, Mr. Atwater, Miss Atkinson, Miss Binford, Miss Clevenger, Miss Drake, Mr. Lies, Mr. Solenberger, Mr. Washington, and the General Secretary.

There being no formal business, the Executive Committee discussed ways and means for improving the Conference another year growing out of this year's experience. The President particularly called attention to the necessity of more careful program planning.

Upon motion duly made and seconded, it was voted to adjourn.

*Howard R. King, Jr.
Leil Seely,*

Minutes of the Executive Committee

National Conference of Social Work

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Room 200, Russell Sage Foundation Building, 130 East 22nd Street,
New York City, October 20th, 2:00 P.M.

The following members of the Executive Committee were present: Mr. Bookman, the President, Miss Atkinson, Mr. Bates, Mr. Buell, Miss Colcord, Miss Kempshall, Mr. Lies, Dr. Potter, Miss Rich, Mr. Solenberger, Dr. Tiebout, Mr. Washington, Mr. Kellogg, and the General Secretary.

Mrs. Glenn, Chairman of the Committee on International Conference of Social Work reported that the Committee has been steadily at work organizing the Program Preparatory Commissions as requested by the Executive Council of the International Conference of Social Work. Because of changes in the program plans it has been necessary to make some shifts in the chairmanship of these Commissions as well as in the personnel. The Commissions now stand as follows:

Commission 1.

General Theme: Public health and medical care for the family.

Special Themes: 1. Clinics and dispensaries as organs of public health and medical care;

2. The welfare of the mother at the time of her confinement and the welfare of the new-born baby.

William F. Snow, American Social Hygiene Association, New York City, Chairman.

Antoinette Cannon, New York School of Social Work, New York City, Vice-Chairman.

Commission 2.

General Theme: Social Work and the Family: social, economic, moral and spiritual factors in family social work.

Special Themes: 1. Opportunities and limits of social work in maintaining the social level of the family.

2. Methods of family social work.

Executive Committee 2.

Linton B. Swift, Family Welfare Association of America,
New York City, Chairman.

Porter R. Lee, New York School of Social Work, New York
City, Vice-Chairman.

Commission 3.

General Theme: Broken Homes as a sociological, educational and social work problem.

Special Themes: 1. Social work for the mother in charge of a child. a) The widow and her child, b) The divorced, separated, abandoned and unmarried mother and her child.

2. Educational care in broken homes.

Joanna C. Colcord, Russell Sage Foundation, New York,
New York, Chairman.

J. Prentice Murphy, Children's Bureau, Philadelphia,
Vice-Chairman.

Commission 4.

General Theme: The economic protection of the family through the wages policy, social insurance and public and private relief.

Special Themes: 1. The family and social insurance;
2. The family and the wages policy;
3. The family and the public relief;
4. The family and the private relief;

Reverend John A. Ryan, Department of Social Action,
National Catholic Welfare Conference, Washington, D.C.
Chairman.

Mollie Ray Carroll, The University of Chicago Settlement,
Chicago, Vice-Chairman.

Frances Perkins, New York State Department of Labor,
Albany, Vice-Chairman.

Executive Committee 3

Commission 5.

General Theme: Social Work for alien families and children.

Special Themes:

1. International agreements for the protection of alien or "heimatlos" families;
2. The protection in the international traffic of emigrants leaving or returning to their home country.

Jane Addams, Hull House Association, Chicago, Chairman.

Edith Abbott, University of Chicago, Vice-Chairman.

*Commission 6.

General Theme: The importance for the family of cultural efforts on behalf of young people and of adult education.

Special Themes:

1. The cultural efforts on behalf of young people and the young people's clubs;
2. Adult education in the service of the family.

E. C. Lindeman, New York School of Social Work, New York, N. Y., Chairman.

We have also been requested to organize a sixth commission on "The importance for the family of cultural efforts on behalf of young people and of adult education." This commission will be organized shortly and due notice given in the Conference Bulletin.

As voted by the Committee on International Conference at Minneapolis and approved by the National Conference of Social Work, the Secretary of the National Conference, Mr. Knight, went to Europe this summer for conferences with Dr. Polligkeit and Dr. Sand and also for consultation with leaders of the National Committees for the International Conference in a number of other countries. Some points regarding program preparation and the organization of the program at Frankfurt which were not clear to us have been cleared up. A letter from Dr. Polligkeit just received makes clear both the procedure and the work desired from our National Committee.

* appointed since the meeting of the Executive Committee.

Executive Committee 4.

Arrangements have been made at Frankfurt for a German-American Institute just preceding the International Conference of Social Work that will give to such American delegates as wish to participate, an understanding of German social, economic, and political conditions, basic to their social work. It will also enable our group to clarify social work terminology.

The Committee has been responsible for securing memberships in the International Conference and for soliciting subscriptions for the appropriation from the United States to the International Conference Treasury amounting to \$2,000.00 and for such additional necessary funds to carry on the work of this committee including the preparation of special services for the American delegates.

One hundred and sixty-nine memberships at \$5.00 each have already been secured and an additional number of pledges of membership which will be collected during the fall. We have secured in subscriptions \$500.65. It will be necessary to raise approximately \$1500.00 or \$1600.00 to cover the expenses of this committee. This includes the travel expenses of Mr. Knight to Europe during the summer and the cost of printing and postage for the notices sent to all members of the National Conference of Social Work and the American Association of Social Workers.

Members of our committee who have been abroad this summer and others who have been in touch with European leaders feel more than ever that the International Conference at Frankfurt represents a very real and important opportunity to the social workers of America. In these days of depression and economic stress and strain, social work has a great contribution to make in every country. It is extremely important that social work leaders from every country meet at Frankfurt next summer. Upon motion duly made and seconded, it was

Voted to approve the report of the Committee on International Conference.

The President called the attention of the Executive Committee to the fact that subsequent to the last meeting of the Executive Committee it was necessary to advance \$1000.00 from the treasury of the National Conference to the Committee on International Conference to cover the travel expenses of the Secretary to Europe. With the approval of the President and the Treasurer and upon a written request from the Chairman of the Committee on International Conference of Social Work,

Executive Committee 5.

this action was taken. Upon motion duly made and seconded, it was

Voted to approve the action of the Conference officers in advancing \$1000.00 to the Committee on International Conference from the Conference Treasury with the understanding that this amount is to be refunded as soon as it can be raised and prior obligations to the International Conference met.

Both the Chairman and the Vice-Chairman of Division V, Industrial and Economic Problems, who were elected at Minneapolis, have found it necessary to resign. It therefore became the duty of the Executive Committee to appoint a new Chairman for Division V. Upon motion duly made and seconded it was

Voted that Mr. Paul U. Kellogg of New York City be elected Chairman of Division V, Industrial and Economic Problems, for the Conference year, 1931-1932.

The Secretary presented to the Executive Committee the formal request of the Committee on the American Indian that the Executive Committee continue the Committee on the American Indian for another two years with the privilege of organizing not more than two meetings at the annual meetings of 1932 and 1933. It was felt that the progress that has been made in Indian affairs under its present administration and the interest that had been shown in the programs presented by the Committee on the American Indian during the past two years more than justified the extension of the Committee for another two years. Upon motion duly made and seconded, it was

Voted that a Committee on the American Indian be appointed to organize not more than two meetings at each of the annual meetings of 1932 and 1933 and that the President be empowered to appoint the committee.

In the absence of the Treasurer, the General Secretary presented the financial statement as of September 31st. (See copy attached.) Upon motion duly made and seconded it was

Voted to approve the report of the Treasurer.

Mr. Bookman presented the report of the Program Committee. The Committee had met on the previous day and agreed on a series of tentative general sessions programs for the annual meeting at Philadelphia. (See copy attached.)

After thorough discussion and further additional suggestions as to possible subjects and speakers in case the Program Committee were unable to carry out their plans and upon motion

Executive Committee 6

duly made and seconded, it was

Voted that the report of the Program Committee be approved.

The report of the committee appointed to discuss with a similar committee from the American Association of Social Workers the advisability of an amalgamation of the National Conference of Social Work and the American Association of Social Workers was called for. The Secretary read from the minutes of the meeting of the joint committee at Minneapolis, the resolution that was unanimously adopted by the joint committees as the report of the committee as follows:

"That the joint committees report to the American Association of Social Workers and the National Conference of Social Work the opinion that the time is not ripe for further joint consideration of the proposed amalgamation between the American Association of Social Workers and the National Conference of Social Work."

Upon motion duly made and seconded, it was

Voted to approve the report of the special committee and to discharge them from further responsibility with the appreciation of the Executive Committee.

The Secretary reported to the Executive Committee the request of the National Conference of Jewish Social Service made by its President, Mr. Maurice J. Karpf, that the National Conference of Jewish Social Service be accorded official representation on each Division Committee of the Conference. The purpose of this request is to assure closer coordination in program planning, to avoid duplication of subject matter in the program of the National Conference of Jewish Social Service and to make available to Division Committees such contribution as the National Conference of Jewish Social Service can. It was pointed out that such objectives were highly desirable but that to afford the privilege of official representation on each Division Committee to one of the Associate Groups of the Conference would establish a precedent that might cause embarrassment in the future and involves questions of policy of relationship between the Conference and the Associate Groups, which should be given careful thought and study before action is taken. Upon motion duly made and seconded, it was

Voted to refer the request of the National Conference of Jewish Social Service to the Program Committee of the Conference for study and report at the next meeting of the Executive Committee.

Executive Committee 7

Some time ago when it appeared certain that the next meeting of the Pan-American Child Congress would be held in Mexico City in the Spring of 1932, a special committee was appointed with Miss Katharine Lenroot as Chairman, to develop such co-operative relations as might be possible between the Pan-American Child Congress and the National Conference of Social Work. It appears now that the Pan-American Child Congress has been postponed indefinitely. Therefore, upon recommendation of the Chairman of this special committee and after motion duly made and seconded, it was

Voted that this committee be discharged from its duties at the present time with the appreciation of the Executive Committee and with the understanding that when the plans for the next Pan-American Child Congress become more definite that a similar committee may be reappointed.

It is quite possible that during the coming winter, because of the economic depression and the unemployment situation, it may be desirable for the National Conference to be in a position to join with other social work agencies in the issuance of a statement or pronunciamento relative to unemployment relief or allied questions.

After thorough discussion and motion duly made and seconded, it was

Voted that the President be authorized to appoint a committee of three to work with him in joining with other organizations in preparation of such statements as may seem necessary.

After motion was duly made and seconded, it was
Voted to adjourn.

*Howard R. D.,
Genl Secy.*

P.S. The next meeting of the Executive Committee will be held in Room 200, Russell Sage Foundation Building, 130 East 22nd Street, New York City, January 5th, 1932.

Minutes of the Program Committee
National Conference of Social Work

October 19th, 1931, 9:30 A.M., Room 200, Russell Sage Foundation Building, New York City

Members present: Mr. Bookman, Mr. Harrison, Mr. Jones, Miss Libbey, and the General Secretary.

After general discussion of the place of the general session programs in the Conference program as a whole, the President presented a tentative schedule of subjects and speakers for the consideration of the committee. After thorough discussion, the committee approved the following tentative programs for the general sessions of the Conference.

Sunday, May 15th, 8:30 P.M.

President's Address. - Social Responsibilities Arising from Unemployment.

C. M. Bookman, Cincinnati

Subject to be announced.

Walter P. Gifford, Director, President's Organization on Unemployment Relief.

Monday, May 16th, 8:30 P.M.

The Partnership of Public and Private Service.

Newton D. Baker, Cleveland

Tuesday, May 17th, 8:30 P.M.

The Crisis in Social Work

Rabbi Abba Hillel Silver, Cleveland

or

George Vincent, New York City.

Wednesday, May 18th, 6:30 P.M.

Conference Dinner.

Program Committee 2

Friday, May 20th, 8:30 P.M.

The Social Responsibility of Industry.

Gerard Swope, President, General Electric Company,
New York City

Saturday, May 21st, 1:00 P.M.

Social Work - An International Bond.

Jane Addams, Chicago.

Upon motion duly made and seconded, it was

Voted to refer the matter of general sessions to the special sub-committee on general sessions with power.

The Secretary stated that there were no formal reports from the sub-committees on Program Content and Program Organization as these sub-committees would not meet until after the meeting of the general committee. However, the committee on Program Content had authorized the working out of a handbook for Division Chairmen and Associate Group Representatives. Copies of an experimental edition of these handbooks were distributed to the committee. This edition will be revised in the light of this year's experience for use for next year's Division Chairmen and Associate Group Representatives. Upon motion duly made and seconded, it was

Voted to adjourn.

*Howard C. Swope,
Gen'l Secy*